

# **INSTRUCTIONS - Renewal of**

## **PRIVATE DETECTIVE LICENSE**

### **STATE OF KANSAS OFFICE OF THE ATTORNEY GENERAL Through the KANSAS BUREAU OF INVESTIGATION**

Complete this renewal form if you are an employee, or owner, partner, officer, director, or associate of a private detective agency actively engaged in detective business.

The **2-year** renewal application must be completed in its entirety to renew your private detective license. The renewal application must be **accompanied by**:

- Two (2) color, front view, photographs (passport size 2 x 3) taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear or sunglasses.
- **Two fingerprint cards (blue applicant cards)**
- \$175.00 Renewal fee for employee of a Private Detective Agency
- \$100.00 Renewal fee for each owner, partner, officer, director and/or associate of a Private Detective Agency engaged in detective business  
Money order, cashiers check or personal check: payable to the Kansas Bureau of Investigation or bill the renewal fees on a Visa or Master Card credit card by completing the billing sheet.
- When applying for renewal of the private detective license, each applicant shall provide one copy of all documents evidencing completion of each program of continuing professional education obtained within the biennial renewal period before the applicant/s submission of the renewal application.

Note: An employee, owner, partner, officer, director, or associate of a private detective agency does **not** need to provide verification of a corporate surety bond in the amount of **\$100,000** or more; a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer. However, the private detective agency will need to provide such verification with the agency renewal.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license**. Keep in mind your current private detective license will **expire 60 days from the date of this notice unless a timely renewal application has been submitted.**

Mail completed renewal application, accompanying documents and renewal fee to:

**Kansas Bureau of Investigation  
Private Detective Licensing  
1620 SW Tyler  
Topeka, Kansas 66612-1837**

If you have questions please contact, Corrina Clements, Program Manager, Private Detective Licensing Unit (785) 296-4436, e-mail [corrina.clements@kbi.state.ks.us](mailto:corrina.clements@kbi.state.ks.us) or regular mail.

## **FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items**

### **Independent** (*self-employed*)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

### **Agency** (*employs others*)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

### **Individual employee** (*works under the agency license*)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

(Insurance covered by agency bond or insurance)

### **Officer, Director, Partner, or Associate** (*of the Agency engaged in detective business*)

License fee - \$100.00 (2yrs from date of issuance)

Renewal fee \$100.00 (2yrs)

(covered by agency bond or insurance)

### ***Other items:***

Duplicate license - \$5.00

Information/application packet - \$15.00 (deducted from cost of application)

Current list of private detectives & agencies in Kansas - \$.24 per page

**PRIVATE DETECTIVE LICENSE**

**RENEWAL**

**STATE OF KANSAS  
OFFICE OF THE ATTORNEY GENERAL  
Through the KANSAS BUREAU OF INVESTIGATION**

1. Name: \_\_\_\_\_

2. \_\_\_ Agency \_\_\_ Owner \_\_\_ Partner \_\_\_ Officer \_\_\_ Director \_\_\_ Associate \_\_\_ Employee  
\_\_\_ please provide:

Name of agency: \_\_\_\_\_ Agency number: \_\_\_\_\_

Status with this agency (i.e. Employee, Owner, Associate, Partner, Officer or Director) \_\_\_\_\_

Street address: \_\_\_\_\_  
(Number & Street) (Suite) (City) (State) (Zip)

Business phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

3. Mailing address if different from above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Private detective license number: \_\_\_\_\_

Firearm permit number (if applicable): \_\_\_\_\_

Badge number (if applicable): \_\_\_\_\_

Firearms trainer number(if applicable): \_\_\_\_\_

**Please answer the following questions. If you answer “yes” to any of the questions, please provide a separate page with a full explanation.**

5. In the past 2 years have you:

(a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes ☐ No

(b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No

(c) been you convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No

(d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No

(e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No

(f) been a law enforcement officer or granted a special commission from any law enforcement? ☐ Yes ☐ No

(g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No

- (h) been addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medication prescribed by physician? ☐ Yes ☐ No
- (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

If you answered yes please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT'S AFFIDAVIT

I, \_\_\_\_\_, state that I am the renewal applicant, herein. I have  
(Please Print your name)  
read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and the information contained herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Renewal Applicant's Signature

\_\_\_\_\_  
Date

### STATEMENT OF EMPLOYMENT

I, \_\_\_\_\_,  
(renewal applicant's name)  
am employed by \_\_\_\_\_  
Private detective agency, license number is A-\_\_\_\_\_.

\_\_\_\_\_  
Employer's signature

\_\_\_\_\_  
Employer's printed name

\_\_\_\_\_  
Date